

### CaRMS Interview Expenses

The PGME Office provides residency training programs funding to help cover CaRMS interview expenses. Funding is available at a rate of **\$50.00 per applicant** interviewed (e.g., if you interview eight applicants, the total budget available from PGME for CaRMS expenses is  $8 \times \$50.00 = \$400.00$ ).

Any overages will be the responsibility of the residency program and will need to be compensated by the program using non-PGME funding. CaRMS expenses cannot be processed through Education Enhancement (EE) funding.

Catering for interviewers during virtual interviews will be an eligible CaRMS interview expense, on condition that catering is provided at a single venue.

Within the funding allowance of \$50.00 per applicant there is a further restriction regarding funds spent on catering. Meal costs may not exceed the following limits:

- Breakfast - \$20 per attendee
- Lunch - \$30 per attendee
- Dinner - \$50 per attendee

*The following expenses are considered ineligible for CaRMS funding:*

- *Alcohol purchases;*
- *Payments to CaRMS file reviewers and interviewers;*
- *Gifts to candidates – i.e., care packages, wellness items etc.; and*
- *Customized promotional products such as lanyards, tote bags, key rings, etc.*

Apart from overages, programs should not process expense claims. CaRMS expense submissions must be submitted to the PGME Business Administrator assigned to your Program (Aleem Tejani or Claudia Torres) and must include:

- **PGME Expense Description Form**
- **PGME Expense Summary Form**
- **Event Itinerary**
- **Invoice or Original Receipts (can be scanned to PGME)**
- **Interview Schedule**

Incomplete submissions will be returned to the sender.